

APPLICATION FORM FOR GRANT 2019/20

Please read the policy on pages 1 and 2 **before** filling in the form.

1. Name/Address of organisation

STEPS Club for Young People
 110 Chickerell Road
 Weymouth
 DT4 0BT

Position in organisation: Principal Youth Worker

About your organisation

Does your organisation:

	Yes
Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	Yes
Have at least three members on its management committee	Yes
Have a constitution, terms of reference or set of rules <i>(please contact for help with this if needed)</i>	Yes

2. Are you a registered charity? Yes

If so please give your charity number: 1171496

3. Is your organisation part of, or affiliated to, a larger organisation? No

If so, which

4. Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Weymouth?

The charities objects are:
 To help and educate young people to grow as individuals and members of society and to improve their life chances through the delivery of youth work - the provision of a range of socially educative and developmental opportunities and support.

In summary, our work is educational, developmental and preventative: we provide developmental opportunities and support for young people (mostly aged 13-19). We enable young people to gain confidence, self-esteem and a range of social and key skills which help them to navigate adolescence, make positive and healthy choices and be able to contribute positively to their community and society.

5. Where does your organisation meet? STEPS, 110 Chickerell Rd, Weymouth, DT4 0BT
6. How often do you meet? We run youth work sessions 4 evenings per week plus our Saturday Gateway Club for young people with SEND. The Club is also used by a wide variety of groups during the daytime and at weekends.
7. How many members does your organisation have? We work with approx. 200-250 different young people each year.
8. How many people will benefit from this funding? Approx 100-125
9. How many are Weymouth Town Council area residents? 95% (we have a small number from Portland and Chickerell)
10. If your application is for over £2,000 please give full details of the exceptional circumstances related to your request.

N/A

11. How much funding are you applying for? £1,892.84

12. What is the total cost of your project? £3,711.76

NOTE: WTC will only approve allocations over £2,000 in exceptional circumstances that are clearly detailed in question 10.

13. How will you spend the money you are applying for? Please be aware that WTC do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years.

Item	Amount
2 p/t youth workers at £9.89ph for 26 x 3-hour sessions (of activities and events)	£1542.84
Activity and event costs and subsidies for young people	£ 350.00
	£
	£
	£
	£
TOTAL	£1892.84

14. How else are you funding your project? (Include grants from other organisations, fund raising and existing reserves)

Source	£	Confirmed?
26 x 3-hour sessions of Principal Youth Worker – met from STEPS (Charity) existing funds	1418.92	Yes
Contribution to overheads – heating, lighting, water, insurance etc for length of project (26 x 3-hour sessions)	400.00	Yes
STEPS volunteer time contributions (contribution in kind)	-----	Yes
Total	1818.92	Yes

15. How will the funding benefit the community or residents of Weymouth?

The funding is to help run a new 6-month project at STEPS which is focused on anti-bullying and anti-discrimination. Many of our young people disclose that they have been victims (and sometimes perpetrators) of bullying and that prejudice and discrimination is affecting their lives negatively. This project aims to explore prejudice and discrimination (especially in relation to race, gender, sexuality and disability) and to enable young people to gain a positive sense of identity and positive anti-discriminatory values. The project also aims to explore bullying and give young people the confidence, self-esteem and practical tools to avoid involvement and/or to respond effectively. The overarching effect of such work contributes to reduced levels of mental health problems and self-harm as well as reduced school exclusions. The project will meet the needs of local young people, including those who are excluded, vulnerable and 'at risk' and those with SEND. Approx. 65% of our young people live in the Westham area.

16. Please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications.

This application is to support a new project at STEPS - to meet approximately half of the overall costs of running the project over 6 months. The application is to meet the costs of 2 p/t staff to deliver one session per week and for some activity and event costs.

Whilst this funding doesn't directly lead to greater self-sufficiency, we are constantly exploring ways to generate sufficient income to meet our building and staffing costs and to deliver youth work projects and programmes. Our Fundraising Strategy has three main elements: income generation via building lettings; obtaining grants and donations; and undertaking fundraising events. We hope to secure some larger grants in future to fund our work and we hope this will lessen the need to apply for smaller local grants.

17. How is your organisation normally funded? (Not applicable to new organisations)

After the building of a new youth centre via a £3 Million 'Myplace' grant, the Club was 'fully-funded' by Dorset Council from 2013 to 2016. In 2016, Dorset Council stopped running a Youth Service and all 22 youth clubs and made all posts redundant. Since then, most youth provision in Weymouth & Portland has closed. STEPS remains as the only full-time centre and was saved from closure after the Charity stepped in to run it. We need to raise significant funds each year (approx. £75-80K) to meet our building and staffing costs and to provide a programme of developmental activities for young people (see our Fundraising Strategy noted above).

18. What are your current/planned subs/fees/charges?

We charge young people either 50p or £1 per session (though they can attend free if unable to pay subs). Participants in the project will pay 50p or £1 per session if able.

19. Have you applied for any other funds/grants towards the cost of this project? Please include details below

No, though we are currently applying for grants to fund other aspects of our work – running costs and other projects.

20. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months, if any?

In the last 12 months, we focused on developing the use of the building by hiring community groups. Our income from lettings is now approx. £38-40K per annum which is approximately half of the money we need to raise each year. We have also obtained small grants of £3,500 from Active Dorset and £500 from Localgiving.

As our funds have now depleted (we now have approx. £13K in total in the bank – approx. 2 months' running costs), we are currently focusing on obtaining grants and fundraising events. In the next 12 months, we aim to obtain two main grants of approx. £10K and a number of smaller £1-5K grants. We are also planning to have lots of supporters running in the Inflatable Run in Ringwood on 25th April and hope to raise £8K (as we have previously done with the Weymouth Half Marathon and the Brutal Run).

21. Anticipated income/expenditure for next 12 months

Our accounts for the year 2018-19 are attached showing full details of our 'usual' income and expenditure (if you require more detail).

Our anticipated expenditure for the next 12 months is approx. £75K and mainly consists of building and staffing costs.

Our income needs to match this and we anticipate achieving this via our Fundraising Strategy elements: income from community group building hire; obtaining grants/donations; and fundraising events.

22. Details of any grants received from local authorities in the past three years with dates.

We obtained a Dorset Community Innovation Fund grant of £7,986 in 2017 to run a Healthy Lifestyles Project from June 2017 to June 2018.

23. (We obtained Community & Voluntary Grant from WPBC for £2,000 in 2017-18 and £5,000 in 2018-19. These were to provide a programme of activities for young people and also (in 2018-19) to meet some building running costs.) d any.

We received a grant of £9,714 from Children In Need to run a one-year project from September 2017 to August 2018.

We have also received small donations (as opposed to grants) from various organisations including Vodafone and Weymouth Rotary Club.

24. Has the project that you want the funding for already happened? No

25. Will you be passing the funding on to any other groups (except to pay for goods and services)? No

26. If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) Not applicable

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account:

Account number:

Sort Code:

Please ensure you have read the policy on pages 1 and 2 before signing the form.

Checklist (please tick the appropriate boxes)

Have you submitted the following?

- Yes** A copy of your most recent accounts
- Yes** (Screenshot of accounts – can provide physical statements if required) Your most recent bank account statement & details of any other investments/savings;
- Yes** A copy of your constitution / terms of reference / set of rules;
- Yes** Details of your organisation's officers;
- Yes** A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- Yes** A copy of your adopted equal opportunities policy or statement
- No** Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Weymouth Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that WTC may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the policy on pages 1 and 2 and that our application complies with the policy.

I/we declare that we have included all of the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signed

Name Tom Lane

Date 29th January 2020

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Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance and Policy Committee meeting where the application is being considered and must form part of the formal agenda items list for that meeting.

Yes	No (investigate)	
Yes		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the area of Weymouth?
Yes		Does the grant exclude ongoing running costs?
Yes		If the application is for running costs has the applicant included plans for where future running costs will be found from?
Yes		Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Dorset Council's Social Services?
Yes		Is the grant for non-political or non-quasi-political organisations or projects?
Yes		Is the grant application for £2,000 or less?
	n/a	For applications in excess of £2,000, has the applicant fully detailed the exceptional circumstances?
Yes		Does the application include the required financial and organisational information?
Yes		Is this the only application in this financial year from this group or organisation?
Yes		Is the applicant based in the Town Council area? If not has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
	No	Is the application for future funding? (ie not retrospective)
Yes		Is the grant for the sole use of the applying group and not to pass on money?
Yes		Has the applicant demonstrated how one-off grant funding will lead to greater self sufficiency and lessen the need for future applications?
	n/a	For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer.

Assessing officer Helen Legg

Date of assessment 30/01/20

Decision (delete as applicable) reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Governance meeting on

Outcome at that meeting